



Asset/Property Tracking Form

Property Accountant

Tag
Sequence

Date H T E
Updated

No. of tags
requested

Date

Phone

Division

Custodian Name

Brief description of property
and where received from

Comments

Condition 1 – New 3 - Fair
Codes: 2 - Good 4 - Scrap

Asset ID/ Tag #	Description	Serial Number	Department Name	Division	Activity	Assigned Location	Condition	Cost / Value (if donated)

Date tags applied		Applied by		Date delivered to location	
Date received Tag Ledger		Custodian Signature			